

**Economy Act Agreement Checklist**  
31 U.S.C. § 1535

1.  Does the agreement identify the parties to the agreement, and are they Federal agencies?
2.  Does the agreement include a unique agreement number?
3.  Have you ensured that there is not an authority more specific than the Economy Act available to the parties that would permit the contemplated transfer of funds?
4.  Does the agreement cite the Economy Act as the authority to transfer funds?
5.  Does the agreement cite the “programmatic” authorities permitting the parties to undertake the contemplated activities?
6.  Does the agreement describe the terms and conditions under which the contemplated activities will be completed? In particular:

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- a.  Does the agreement include a clear and specific description of the tasks to be completed and deliverables to be provided for the total amount of funds to be transferred?
  - b.  Does the agreement state the total estimated cost for which the requesting agency will obligate funds?
  - c.  Does the agreement state that the servicing agency will be reimbursed for all actual costs in providing the contemplated service?
  - d.  Does the agreement describe the method and frequency of payment?
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7.  Does the agreement include the following financial data elements?

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- |    | Requesting Agency        | Servicing Agency         |  |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | Treasury Account Symbol (TAS)  |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Business Event Type Code (BETC)  |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | Business Partner Network (BPN) code/Duns and Bradstreet Numbering System (DUNS) Number |
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8.  Does the agreement include a termination date?
  9.  Is the agreement's period of performance within the period of availability of the funds to be obligated by the other agency? (If not, consult with OGC/Admin).
  10.  Does the agreement include a provision permitting either party to unilaterally cancel/terminate the agreement with advance written notice?
  11.  Does the agreement contain a provision regarding the payment of early termination costs?
  12.  Does the agreement contain a dispute resolution provision that provides for resolution of funding and other disputes?
  13.  Does the agreement provide the names and contact information for both administrative/financial and technical/program contacts for each party?
  14.  Does the agreement contain signature lines for each party?
  15.  Has the requesting agency accurately completed a Statement of Determination and Finding that has been executed by a contracting officer or other designated official?
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